

# THE DENTAL ASSISTANT

Vol. 13

## July-August, 1944

**No. 7-8**

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JULY-AUGUST 1944

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To subscribers in the U. S. the price is \$1.00 a year, payable in advance. In Canada and Foreign countries \$1.50; single copies 25 cents. Send all subscriptions and inquiries regarding same to *Subscription Manager*.

Changes of addresses must be reported to the *Subscription Manager* promptly in order to assure continued receipt of issues. Please notify her by the 25th of the first month of issue if the Journal fails to reach you, in order that reason may be traced promptly, or no back issues can be sent to you.

# President's Address

## THIRTEENTH ANNUAL MEETING KANSAS STATE DENTAL ASSISTANTS' ASSOCIATION

By CREOLA-CHARLES BAKER

Madam Chairman, Members of the Kansas State Dental Assistants Association and Honored guests: It gives me a great deal of pleasure to appear before you this morning and give you this address as your president.

This is our 13th year as an organized association in Kansas. Truly the 13th for me. I was installed as the 13th President on the 13th day of the month and there were 13 members in the room at the time of installation; so when I say "13th" I really mean just that. With this our 13th year, we have reached the age of so-called adolescence, through which we all must go before reaching full growth. We have been growing these thirteen years; now we definitely feel grown up, as is the way of all teen age groups. And yet we must stop and consider all things and we realize that we are far from being grown up; in other words, we have not yet arrived. We must admit that we are still having growing pains. But regardless of that, we are growing.

The necessity for an efficient dental assistant is being more and more recognized as an important factor in the success of a progressive dental office. How much of a necessity depends only upon ourselves. We are not merely helpers, but should consider ourselves as working partners. A personal interest and true liking for the job at hand is perhaps the first requisite of a successful assistant.

We can build good will by our tact and ability to do our job and the manner in which we come in contact with patients. Ability for the job, confidence to take the initiative in the course of the daily routine are all very important. Learning to anticipate and execute without being told are factors which save time and make the day's work go more smoothly.

Most dental assistants have to learn their jobs the hard way, by observation; for as a rule a professional man, while he may be an excellent operator is seldom an able instructor. He either doesn't take the time, since quite often he can do the work quicker than he can tell some one else how to do it, or he doesn't know how to go about being an instructor. For we find the average dentist as confused in his mind as to the duties of an assistant as the assistant is herself.

The time was, when an assistant was merely an office girl, one who sat at a desk, answered the phone or otherwise employed her time, quite often she spent most of her time reading the magazines, doing her nails or a piece of embroidery work. But those days are gone forever and we as members of what we want to be recognized as a profession find ourselves handicapped by inadequate training and training facilities.

True, we have made some small gains in our efforts for training courses for dental assistants, but the going has been slow and in no way meets the demands for an educational program such as we need. Had the idea grown and increased the training facilities for dental nurses and assistants such as was inaugurated by the Ohio College of Dental Surgery back in 1910, we would no doubt find ourselves higher up the ladder of service as a professional group by the time we have reached this teen age state we are now going through.

For it was back in 1910 that one of the first recognized courses for dental assistants and nurses was started. The course at that time was a one year course and covered some ten subjects, ranging from anatomy of the head, the study of instruments, some medicines,

hygiene and what was very important, actual assisting at the chair. Dental bookkeeping and office care, prosthetics and the selection of teeth were later added to this course. The course was exceedingly practical as well as technical.

From this training school, the branch of the hygienist as a profession came into being. Had it been carried on in every dental school, for the dental assistant too, today we too would be able to have the training which we so badly need for the service we strive to render. Most of us entered the dental office with a do or die attitude, such as the patient has. But after some fifteen years in the vocation, I am firmly convinced that the patient has the easiest part of the bargain.

Could we enter the dental assisting field with some training, even a small inkling of what we are supposed to do, it would be a great help. As a rule we learn our job by the trial and error method, mostly error I am afraid. But the day finally comes when we feel we have arrived, that we know it all. That definitely is the time for us to call a halt and take stock of ourselves. For when one reaches that stage it usually means they are letting down, too confident, past the stage of being able to learn any more, they know it all.

In this survey of ourselves, can we say we are truly assistants? Or are we a hindrance? Do we act as a well trained go-between or buffer to our doctor and his clientele? In taking stock of ourselves there are certain qualifications of a so-called ideal assistant as set up from a cross section of replies from the dental profession that might serve us as a guide. The first attribute of a dental assistant as set forth in this survey or poll, was that she be neat; the second, a pleasing personality; third, honesty; fourth, good appearance; fifth, interest in the practice; sixth, study and initiative; seventh, business and office ability, and last, mechanical ability.

This survey also stated that the

trained office worker as a rule made the best assistant, proving that training is an important asset in any field. A basic training course in high school, junior college or in the dental college would give us this training opportunity. While every professional man has his own pet way of doing things, there are still basic principles which he learned during the course of his schooling. This could be true in a training course for assistants, a well laid ground work or basic course which would not need to be a matter of years to complete, but of a few months. With this ground-work we could go into any office and in a short time render efficient service. As it is we usually find the work as complicated as a foreign language.

Since educational facilities along the line of dental assisting are so few, perhaps the dental profession themselves could be interested in helping us solve the problem. Clinics or short courses might be one solution, these could be held as are the district meetings, and dental assistants or girls interested in becoming assistants could go for a series of clinics or lectures. Actual observation, taking part in an operation or the subject which was being discussed would be of great help. Office management, chair assisting, mixing of alloys, cements, etc., laboratory work and so on would give a basic ground work and much valuable instruction in a comparatively short time. Any educational program, while at first would no doubt leave much to be desired, would be a step in the right direction and give us the much wanted opportunity to learn to give better service as an assistant.

An organized union, a diploma or certificate are not what we are working for, although that has been the common belief among many. But we do ask for an opportunity to better fit ourselves for the job we have chosen and which we so strongly desire to elevate above the classification of a job. We want to give the dignity of a profession. A profession which will be

recognized by the professional man for whom we work and the lay public which we serve. We feel our efforts for an educational program merits the aid of the dental profession and may I urge that every member of the Kansas State Dental Assistants Association, pledge herself a committee of one to seek this cooperation and aid?

Perhaps one of the greatest handicaps for an assistant to overcome is to realize that taking a position and putting on a white uniform does not constitute an efficient assistant. Only years of diligent application to the job at hand can make one that. By persistent efforts, learning to sift the essential from the non-essential can we be of real service. We learn to greet our patients, to make them feel that their work is the most important job at hand, for to them, we must remember it is. We learn the care and handling of instruments, medicines, cements and numerous other items not necessary to mention here.

We learn that appearance, neatness, cleanliness and friendliness are of vast importance in our daily lives. We learn to take a personal pride in the appearance of our office, the equipment and of our doctor. We keep an ever watchful eye on the accounts, the appointment book and learn to distribute the various operations of the day in such a way that they will be of the most profit, both in time and money. Time in the dental office is of the utmost importance. It is one of the elements by which the doctor is able to gauge his success. For time used to an advantage means success both in service and the remuneration received. Wasted time is something lost and which can never be regained. Your doctor nor my doctor has a bill of goods to sell, he has knowledge and with this knowledge he renders a service, which so often can only be measured by the time given to that certain service. One soon learns to cope with the problems which will mean wasted time.

In this day of stress, long hours and over work, we find we must pay more

attention to this matter of time than ever before. The doctor as a rule needs to be protected from too much work. It is our place to give this protection, by being able to sort the chaff from the grain, so to speak. In other words we must be able to a certain extent to sort the patients into groups. Such as emergency, necessary work or work that can wait without harm. We must learn to say "no" at the right time and in such a way that we will not antagonize the prospective patient. We learn to shake our heads with a very firm "no" when we hear the doctor in a weak moment tell some one to drop in some time and have that filling polished or that treatment changed, or those dozens of little operations, while perhaps they do mean only about ten minutes time, will mean also ten or fifteen minutes of unnecessary conversation. We must be sure to learn to shake our heads quite vigorously when we hear some one offer to make a payment and he says "oh let it go; you will have to be back." Of course, during all this head shaking we do learn by all means to stand out of sight of the patient.

Even on days when everything seems to go wrong, we learn to smile. A smile can mean so much, our energy, our enthusiasm are the things that really attract people to us. And we must never forget that first impressions are lasting impressions. Never lose our tempers is another important thing for us to remember from day to day. Never argue with a patient and by all means if you feel the urge to argue with your doctor, please don't do so before Mrs. Jones or Tom, Dick or Harry. Pet peeves and arguments are best to be held in private, if they must be held at all. They never gain one anything, just loss of face, energy and concentration for the job at hand.

Make your doctor feel that you are an asset, not an added burden to the office. We can help in this by our social connections, which should be of the best; take part in civic and community

*(Continued on Page 118)*



# Office Management

By MARION COFFMAN

The aim of education is "to form a man who, nourished at the motherly breast of nature, can preserve the deep feeling for all that is great and beautiful, without sinking into discontented inactivity on seeing reality so far below those bright ideals and even below what it could be in spite of its finite limitations," says Grundtvig, Danish philosopher.

If we are to succeed in assisting in the dental profession we must be educated. Whether it be from a book or from learning in the office, there are certain phases of culture we must acquire. Little do some people think of being educated to deal with the patients that come into our offices but we know that there is something in being educated to deal with the public.

Office management takes in a very large part of our dental profession. Let us begin from the time a patient enters the office. First he walks into the reception room, a stranger, his first appointment with the dentist. What do we do, or suppose to do?

Greet him with a friendly welcome. This plays a big part in making someone feel at ease and immediately he begins to relax from that dread of, "What will it be like?"

We take his name as soon as possible, making sure to understand the name correctly, occasionally asking him to spell it out.

Children respond more quickly if called by their first names, giving them a definite place in the dental office. They usually smile when given this courtesy.

I read an article in a dental magazine written by an assistant stressing the value of formality. She suggested that the assistant in most cases should be seen and not heard. We will notice that the patients become more tranquil

and the dread of operations will subside if a few kind words are spoken by the assistant. Don't we all like some little attention shown us wherever we go?

Being sincere is a strong point for the assistant. Lay aside flattery. We can always find something good and nice in a person when we want to.

In dealing with our patients at the desk, payments, checking up on old accounts and numerous other items, much diplomacy is needed. Sometimes patients ask point-blank questions about other cases that put us in a dilemma. We can evade such questions by some sincere honest answer and still not give information that we consider personal to the patients, and at the same time avoid the rudeness that we feel is due to an outspoken individual.

An excellent rule that can guide us to victory is the golden rule, "Do unto others as we would have them do unto us."

Let's make the patients feel that we are the lieutenants and not the sergeants as compared by an American airman in this way:

"My lieutenant has a bar on his shoulder; my sergeant has a chip." Remember discourtesy is costly.

Next we come to efficiency. Get as complete a record as the dentist with whom you are working would like at the first appointment, such as name, address and phone number. Statements should be sent out at the proper time. Toward the last of the month such records should be checked over and at this time statements on old accounts can be completed leaving only newly made accounts to be gone over the first of the month. (The proper date to send statements.)

If your statements to the patients having old accounts do not bring in divi-

dends, try writing a note on the statement such as:

1. We call your attention to your account which amounts to \$....., a payment of which you have doubtlessly overlooked.

We thank you for this opportunity of serving you and hope to have the pleasure again soon.

If this doesn't produce favorable results the next statement might include:

2. Will you please let us have your check or money-order which amounts to \$.....?

We sincerely hope that you will favor us with payment promptly so that it will not be necessary to write you again.

A few years ago patients appreciated the courtesy of being extended the installment plan. The case could be estimated and a card given them stating the work to be done and the amount of the bill. Each week a certain part could be payable. This insured the patient that his mouth could be put in top-notch condition with no strain on his purse.

Under present conditions, it is only fair that deposits be made at the beginning of all operations. At the completion of the case the balance should be paid promptly. This saves unnecessary bookkeeping and sending statements. Of course we all know that some of our old patients can be depended upon to meet their obligations.

After payments are received patients should know that holding up their part is appreciated. Thank you is the least we can say to them. If, when new patients leave, we tell them that we will be glad to have them again, they do not forget. This helps to hold the old and establish the new clientele. Then comes the friendly good-bye.

At this time I would like to state that I have excluded remarks regarding the operating room, dealing with office management entirely. I would like to make one suggestion concerning the patients called into the operating room. If there are two assistants in the office, here is a time saver to the dentist and you.

Make a duplicate list of the appointments, their names and work to be done on cards. Place one in the office and the other in the operating room where the dentist can quickly see it. This enables the dentist to become better acquainted with the patients and reminds him of his plans for the appointment and how much time he has allotted for the case.

Getting names and faces linked together and being able to remember them means a lot to the public and the office.

Personal appearance, neatness and cleanliness can also come under efficiency. Clothes should be chosen with taste and the coiffure suitable for the occasion.

When the telephone rings and someone wishes to speak to the doctor, you can save him untold interruptions by saying, "Dr. .... is busy," and a pleasant, "May I take the message?"

Should the call be a personal one, have a time arranged to suit the doctor for him to call back. Keeping this procedure in line, people will ask you and not the dentist for an appointment or whatever assistance you may give.

Loyalty to the patient goes hand in hand with loyalty to the dentist. Silence is golden where the business of the office is concerned.

Business is service at its highest.

Education, efficiency, loyalty and service, isn't this our goal?

Kipling tells us:

"If you can talk with crowds and keep your virtue,

Or walk with Kings—nor lose the common touch,

If neither foes nor loving friends can hurt you,

If all men count with you, but none too much;

If you can fill the unforgiving minute

With sixty seconds' worth of distance run,

Yours is the Earth and everything that's in it."

Presented at the Twenty-fifth Annual meeting of the Alabama Dental Assistants Association, April 1944, by

*Marion Coffman,  
Mobile, Alabama.*



## Morale — The Little Things In Your Office

During these chaotic days of hurry, scurry and hustle, bustle, when every minute must count double, are you still taking time to do the little things in your office? Some of these items may seem unnecessary at the time and you think, "I'll let that slip by this time, but next time I'll take time and special effort for that courtesy." We all know however, that next time may never present itself again.

Today in War times we hear so much about Morale: keep up your morale, it's good for the morale of those in service and various other expressions. Although morale is difficult to explain, it has been said that morale is A Lot Of Little Things. We can maintain some morale here at home by our daily routine of work in the dental offices.

Let's enumerate some of the little courtesies that you and I can do for our patients every day.

Many of our patients of course wear glasses when they come to the office. Do you have a special place to lay these as they remove them? We have a flat glass tray lined with velvet to lay their glasses on to prevent scratching. When your patient is ready to leave, wipe the lenses with cleansing tissue to remove dust. Even if the lenses are clean it is a bit of good psychology.

No doubt we all furnish cleansing tissues to the patient in the chair. In case the patient is wearing lipstick, furnish a tissue for removal for Dr.'s protection against messy hands, also to prevent a smeary face for the patient.

Perhaps Mrs. Jones comes in late for her appointment and you have foresight enough to see that Dr. will necessarily be late for his next patient Mrs. Smith. Call Mrs. Smith and tell her so; she probably will have enough time to write a letter to her boy who is in the Service. She will appreciate these extra minutes at home because she too has

numerous duties the same as you and I.

Do you assist your female patients with their wraps? They may not expect this courtesy but they'll remember it.

If you recall having read something in the paper or having heard something worthwhile about your patients' friend or member of the family, act interested in the item and ask some leading questions concerning it. Ask about the boys and girls in the Service, where they are and how they like it. Your patient is proud to have someone in the Service and therefore likely will be pleased to tell you since you're interested enough to inquire.

The important part in doing these little things is to perform them before your patient is aware you're making the gesture.

If the Dr. is waiting for an anaesthetic, supply a new magazine for the patient. This will pass the time and also transfer the thoughts from Dentistry to some other topic. (You know, some people take on a neurotic condition when they go to the Dentist.)

The public it seems makes allowances for the appearance of people when they emerge from the dental office. However, look the patient over before he leaves the operating room. If he has drooled slightly, tell him, so others won't think he has been in a fight and lost, or if he has some bits of impression material lingering, tell him about it so his wife won't think it is face powder from some foreign source.

These are merely a few of the little gestures we can perform which go to make up the morale of our offices. Are you taking time to do these little things for your patients?

*By Maryalice Carney  
Monon, Indiana*

*Winner in competitive paper contest  
Indiana State Dental Assistants  
Associations, May 16, 1944*

# *A Loyal Dentist Assistant*

A few days ago I went into the reception room and there sat a tired business man; he didn't have an appointment, but from his appearance of having an egg lodged in his mouth, left, posterior, I decided that he might be classed as an emergency patient and assured him that if he would wait for a while the Doctor would see him. He was ill pleased at the idea of waiting, but when I dismissed the patient on whom the Doctor had been working, he was still there. Being ushered into the operatory room he apologized for his grumpiness, as he sat heavily down in the chair, by saying "I didn't mean to be abrupt about waiting, but I'm needed over at the office. Boy, you never know when you go down to work these days who is going to show up and who isn't, or whether you are going to have anybody there. It's a mess." And I, who was about to write a paper on the subject of "Loyalty" reflected on what it would mean to all the tired business men if fifty per cent of their workers could be depended on.

At the annual meeting of the American Dental Assistants Association, held at Washington, D. C. in 1929, Dr. Angelo Chiavaro of Rome, Italy, recognized this quality of Loyalty, when he presented to the A.D.A.A. a beautiful silver trophy cup in memory of his assistant who had been with him for a number of years and died while in his service. On one side of the cup appears the following: "American Dental Assistants Association, 1929. Angelo Chiavaro D.D.S. Trophy, in honor of Erminia Rampichini—A Loyal Dental Assistant." On the other side are the names of assistants who have received this award. At each annual meeting the trophy is awarded to that assistant who presents credentials showing the longest consecutive number of years in the office of one dentist. In selecting the attribute of Loyalty as one of the four ideals the Dental Assistants have indeed

hitched their wagon to a bright, particular star.

Now, the virtue of Loyalty, is unlike the quality of mercy, which is not strained, but falleth as the gentle dew from heaven. No, the quality of Loyalty is acquired—the hard way. Here let us insert what we think is a good definition: Loyalty, is the constant practice of habits of steadfastness and dependability.

The Loyal Dental Assistant demands the utmost of herself as she goes about her duties each day; if she fails in small ways she is conscience ridden and goes on striving to improve herself; she aims for a high degree of perfection in her work, and is satisfied with nothing less, which means she is not likely to acquire an attitude of self-satisfaction and smugness—and a good thing, too.

After doing her utmost each day, she will sometimes even drag her duties around in the back of her mind after she closes the office door. She is familiar, for instance with that old argument about the sterilizer. It goes something like this: the afternoon has been hectic, one of those times when everything happens that can happen. She finally puts the last instrument away, locks the windows, turns out the lights and with a sigh of relief that the day is done runs to catch the bus. But there's a little gremlin sitting on each shoulder; one is a good little gremlin, and the other is—not. Just as she thinks she is going to make that bus, the good little gremlin whispers in her left ear, "Stop! Are you sure that you turned the sterilizer off?" Little Black Brother snorts in disgust and says, "Oh! sure; you turned it off." Whitey gently chides, "Now you're not really sure, are you?" and Blackie suggests, "Well, if you didn't you know, it does have an automatic cut-off." Whitey reminds her of that time when the cut-off didn't work, and being very busy she didn't realize that the water-pan was dry until she

smelled it; that sterilizers are costly bits of equipment, and of the increased work and trouble and loss of time if she has to improvise a sterilizer. Blackie suggests, "Well, there's always cold sterilization. Besides you'll only go back to find that it is turned off." Whitey counters with, "Yes, but you can't sterilize needles properly with cold sterilization; now, turn around and go back and make sure; you can catch the next bus; don't you want to sleep tonight?" So the Loyal Dental Assistant turns around and goes back. The sterilizer was off, but that night she sleeps.

Then there's that little discussion about sleeping in. She's been out late the night before (presumably at a Dental Assistants meeting, and they finished off with a round of bridge and then went down to the corner drug store and had caramel nut sundaes). Awakening in the morning she is conscious of a headache, and a general indisposition to get up and go to work. It is raining, and sounds like a cold wind blowing. Those same little gremlins are snuggled down in bed beside her; Blackie nudges her and says, "Say, listen, the boss is a considerate man; if you get up presently and call him up and tell him that you have a headache and feel way below par, probably coming down with a cold, he'd tell you to stay home and sleep in. You know he would." Whitey gives her an indignant poke and says, "Why you ought to be ashamed of yourself; the very fact that the boss IS considerate is the reason why you should make the effort; he needs your help this morning; now get up and go to work!" So she does, and it wasn't as bad as she thought it would be.

Then there's the morning when everything goes beautifully; at 11:15 everything is cleared away and just then the 11:30 appointment calls up and cancels. Yip-pee, the boss can get a hair cut, the assistant can do some much needed straightening in the laboratory and get away early; she goes out to close the reception room door, so nothing will happen to spoil it and there

sits a man; he smiles in an uncertain way, and says, "Nurse, I broke a tooth off last night, and it's aching like blazes; I almost got the Doc out of bed, but I put an aspirin in, and finally got to sleep. D'ya suppose he can yank it out for me?" She consults the Doctor, and he resignedly puts his coat back on, only 11:15, he can get the tooth out, and still get a hair cut, and says, "Yes, have him come in." So she has him come in. The Doctor makes the examination and finds the upper right first molar in a sadly broken down state; he agrees that the man has diagnosed his case correctly, so he injects the anaesthetic; while they are waiting the assistant asks, "Is it a non-vital tooth, Doctor?" He says, "No, it isn't a non-vital tooth, BUT—" Looking at the heavy planes of the man's face both Doctor and assistant have an uneasy feeling that there isn't much "give" to those bones and this may not be so easy. At the end of ten minutes the Doctor remarks brightly, "Well! That ought to be pretty numb by this time." He approaches the patient, upper right molar forceps in hand, and just then the patient casually remarks, "my teeth come hard, Doc." Subsequent events prove that his teeth do, indeed, come hard. The crown breaks off almost immediately; at the end of the first half hour the impactor and all the elevators have been called into play, finally the mesial buccal root is dislodged, it has a slight hook on the end. At the end of forty-five minutes the lingual root has been teased out, and the Doctor remarks "one more now." Another half hour of sanguinary conflict, the Doctor glances at his wrist watch, and being a considerate man, says, "Time for your lunch, Miss Smiley, you can go; I'll finish this." She gives him a disgusted look that says, "I'd be apt to walk out now" and continues to supply him with large cotton pellets and cherry packs. Finally when they both begin to think that this is just going on and on forever, the

*(Continued on Page 118)*

# *The President's Page*

DEAR FELLOW DENTAL ASSISTANTS:

For old timers in the Association, like myself, it is often difficult to realize that the turn-over in dental offices brings the A.D.A.A. a constant source of new members . . . girls who have much to learn about the whys and wherefores of our organization life. It is for these new D.A.s and old D.A.s who are new members that I write this page this month.

The American Dental Assistants Association is twenty years old and was founded by Juliette A. Southard with the cooperation of members of the American Dental Association in addition to a handful of dental assistants.

Education was and always will be our object and forms the keynote of all of our endeavors. Our motto: "Education, Efficiency, Loyalty and Service," speaks for itself and may be found upon the blue band encircling the Lamp of Knowledge on our pin.

Speaking of our pin . . . be sure you obtain one and wear it with pride on your uniform as well as on your street clothes when you attend meetings. When a patient inquires about the pin on your uniform explain that it designates you as a member of the American Dental Assistants Association which is an organization comparable to the American Dental Association with Education as its object. Keep a copy of the Journal at the office for occasions such as this and if your local society is sponsoring an interesting study class on a subject which can be discussed intelligently with patients don't be afraid to mention it unless, of course, your doctor objects.

Our official cap is something else we encourage wearing when there are no objections from an employer. Often we hear that D.A.s somewhere are having trouble about wearing their caps because of criticism by registered nurses in the vicinity. The cap an R.N. wears was presented to her at the completion of about three months training, often designates her hospital affiliation, and denotes the fact that she was accepted for advanced nurses training. It isn't difficult for a dental assistant to match this achievement and with a free conscience wear her A.D.A.A. cap without fear of infringement on the rights of the registered nurse.

Members of the A.D.A.A. who are presenting clinics before their local association or at state or national convention appear in a crisp long sleeved white uniform beneath which is a white slip adjusted so it doesn't show at the hem. White hose and shoes complete the picture. Make-up is subdued and nails are manicured but not brightly polished. Jewelry and perfume are avoided. The hair is neatly arranged and topped by our official cap. Why do we stress these things? Because the ideal D.A. looks just like this and we all must strive toward that ideal. For convenience and adaptability some of us vary from the ideal but we still admire our picture of the perfect D.A.

At the heart of the A.D.A.A. is the individual dental assistant and like the proverbial chain we too are as strong as our weakest link. Individual D.A.s make up the local societies which are strong and vital if their members make them so. The State society depends upon the local society's support and the larger the unit the more leadership is required to guide and direct it. We have as many kinds of state societies as we have types of leaders and it is interesting to see the character of these constituents of the A.D.A.A. change from year to year as new officers come to the fore.

The A.D.A.A. functions as a unit but once a year during convention when delegates or representatives from each of the societies that are directly affiliated

with the mother organization meet together to discuss and settle current problems. These delegates are very important people and hold office from the moment they are elected by the members of their societies to the time their successors are elected. This is usually about one year. Some delegates cease to function the moment convention is over but others realize their responsibility and go home and work arduously until their successors are elected. It is obvious that some societies put far too little thought into the election of delegates and alternates to national convention. And some delegates and alternates put far too little effort into their jobs, too.

It has been a long time since I saw our Creed in print and because it contains so much good common sense as well as beauty, I am closing with these words from the pen of our Founder, Juliette A. Southard.

### "DENTAL ASSISTANT'S CREED"

To be loyal to my employer, my calling and myself.

To develop initiative . . . having the courage to assume responsibility, the imagination to create ideas and develop them.

To be prepared to visualize, take advantage of and fulfill the opportunities of my calling.

To be a co-worker . . . creating the spirit of cooperation and friendship rather than one of fault-finding and criticism.

To be enthusiastic, for therein lies my easiest way to accomplishment.

To be generous, not alone of my means but of my praise and time.

To be tolerant with my associates, for at times I too make mistakes.

To be friendly realizing that friendship bestows and receives happiness.

To be respectful of the other person's viewpoint and condition.

To be systematic believing that system makes for efficiency.

To know the value of time for both my employer and myself.

To safeguard my health for good health is necessary for the achievement of a successful career.

To be tactful . . . always doing the right thing at the right time.

To be courteous . . . for this is a badge of good breeding.

To walk on the sunny side of the street seeing the beautiful things in life rather than fearing the shadows.

To keep smiling always.

Sincerely yours,  
Dorothy Burks, President

*Ye that have faith to look with fearless eyes  
Beyond the tragedy of a world at strife  
And know that out of death and night shall rise  
The dawn of ampler life.  
Rejoice, that God hath given you the priceless dower  
To live in these great times and bear your part in freedom's  
crowning hour,  
That ye may tell your sons high in the heavens  
Their heritage to take—  
"I saw the powers of darkness put to flight  
I saw the morning break."*

—Sir Owen Seaman.



# THE DENTAL ASSISTANT

VOL. 13

JULY-AUGUST, 1944

No. 7-8

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A JOURNAL FOR DENTAL ASSISTANTS DEVOTED TO THEIR INTERESTS AND EDUCATION

Bi-Monthly publication of the A.D.A.A. Journal for Dental Assistants Devoted to their Education and Interests and to the Efficient Conduct of Dental Offices. Publication of all statements, opinions, or data, is not to be considered as an endorsement of same by journal or its publishers.

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## EDITORIAL DEPARTMENT

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### *The Greatest Business in the World*

We are told that there are no two people or things in this world exactly alike. Perhaps this was God's first plan to make us realize we each have a task to do that can be done by no one else. At times we feel that we are insignificant and our absence from a meeting will not make a difference. Your local society cannot have 100% attendance if you are not there no matter how many visitors are present or how many other members attend. It can be your vote which decides the most important issue in the world.

Do you realize that you are the manager of the greatest business in the world—YOURSELF INC.? It is not a partnership, but a business in which you are the principal stock holder. Your assets are your own determination to succeed, your personality, your courage, your love of your fellow man, and time. These assets must be conserved, expanded, and used by the management of YOURSELF INC. to produce profits. There is only one salesman—you. There is only one person who is responsible for the success or failure of this, the greatest business in the world—you.

Today you are asked to conduct this business under greater handicaps than you have ever known. The operating hours for YOURSELF INC. are longer, the luxuries are fewer, and the nervous tension greater, but with a determination to succeed you can make the assets far outweigh the liabilities.

When we stop to realize that our forefathers lived without sugar until the 13th century, without coal fires until the 14th century, without buttered bread until the 15th century, without potatoes until the 16th century, without coffee, tea, and soap until the 17th century, without gas, matches, and electricity until the 19th century, without canned goods until the 20th century, and that we have had automobiles for only a few years, we know that we have the courage to deny ourselves of a few of these things today and that the profits of YOURSELF INC. can still be great.

"Where there is a will there is a way" and it is what you do with what you have that makes the greatest business in the world a success or failure.

Ruth Walker, F.S.D.A.A.

Contributing Editor, A.D.A.A.



## "The Assistant's Service To The Dentist"

(Presented at the Twenty-Fourth Annual Meeting of the Alabama Dental Assistants' Association, April 13, 1943, Birmingham, Ala.)

By MARJORIE LAWRENCE, 24 Hill Building, Montgomery, Ala.

On the threshold of a noble career, the dental assistant moves forward in a calling devoted to the service of humanity. Wherever she may serve, her uniform stands as a symbol of trained intelligence, her courage and loyalty inspire respect and confidence. The ordinary assistant is capable, enjoys her work, is constantly trying to improve her ability, and widen her scope of knowledge in order to be of more service to her doctor.

Almost every duty performed by a dental assistant is directed toward building and maintaining a successful practice, but few duties present as great an opportunity for doing so as does greeting people who enter the office. There is a difference in being a hostess in the social world and being a hostess in the dental office. While both greetings should be cordial and warm, there should be a reserved and quiet dignity in the dental assistant's greeting that establishes a definite line between friendliness and intimacy. A warm friendly welcome that is courteous, gracious and pleasant does more to make a patient feel at ease than almost any other act.

The "housekeeping" part of an assistant's duties is very important. Nothing detracts so much from the air of efficiency and skill that should pervade the dental office as dull-looking enamel, the noise of neglected handpieces, squeaky cabinet drawers, and hinges; the patient senses slovenliness of dentist and assistant. Not only does this hurt the doctor's practice, but what would be worse on his nerves? Take pride in the appearance of office, doctor, and self—the public takes a man at his own valuation. Any business or profession demands that one keep in harmony with the pulse beat of that business.

An efficient bookkeeping system must

be installed and kept with accuracy from day to day by the assistant. An elaborate system is not necessary; any system that is familiar to you and your doctor and is complete is all that is necessary. Any break in the chain of bookkeeping entries or the sending of monthly statements or collection letters will weaken the system. Never be late in sending cards or calling patients reminding them that it is time for their periodical checkup or prophylaxis. Thinking of bookkeeping naturally brings to light the annual "bugaboo" to most of us—filling out income-tax blanks. By knowing what deductions are allowed the dentist and being familiar with the instructions on the blank, it does not take so much time to fill out income-tax returns.

The importance of the assistant in the conducting of a successfully built practice was never felt more than in these days of full appointment books. She must do all she can to help make every minute at the chair more valuable to her and her doctor by helping conserve chair time, thereby saving working hours and expense. Above all, be familiar with the instruments to be used for each operation, know how to mix different filling materials, know how to prepare different impression materials, learn to time and develop x-ray films.

The dental assistant assumes the responsibility of always having an adequate supply of instruments, medications, stationery, etc. Without instruments the practice of dentistry would be impossible. Now that it is difficult to replace them they should be cared for so that they will retain their usefulness and new appearance as long as possible.

Day by day in every way, let us strive for more efficiency. Let us remember that elimination of lost motion is the essence of efficiency.

## OMAHA INVITES YOU!

The City of Omaha situated in the center of the United States will be the scene of the Twentieth Annual Meeting of the A.D.A.A. Committees are busy carrying out plans to make this meeting the best ever.

The convention city expects crisp, cool weather for the second week in October. Bring fall clothes suitable for the middle west.

The Castle Hotel has been selected as the headquarters hotel. Make your reservations early.

I am at your service. Write me for information.

*Mary Haney, Convention Chairman  
2210½ Military Ave., Omaha, Nebr.*

## THERE WILL BE CLINICS!

This year, it is again a privilege to present CLINICS, representing your State Dental Assistants Society . . . in National competition, at our HOUSE-OF-DELEGATES-MEETING AT OMAHA, NEBRASKA, October, 1944.

Your clinic will be very welcome . . . may we count on your State Dental Society for a clinic presentation . . . so that we will have a splendid display of clinics this year.

Your POSTER representing your State will also be most welcome.

In order to keep alive our motto, clinic presentation is vital not only during our ADA A Meetings but at every Local and State Meeting. Therefore, in the interests of Education, Loyalty and Service, we must and will carry on as our Founder, Juliette A. Southard, would want us to, striving for a higher goal.

## IMPORTANT

Plan your clinics without the need of loaning equipment from Dental Supply Houses due to the shortage at the present time.

It is advisable to have mimeographed copies of formulae or outlines placed on the clinic table for your audience. The clinician's address must not appear on these mimeographed forms, although her name may be used.

## STRESS ORIGINALITY IN WORKING OUT YOUR CLINIC PRESENTATION.

Points on which clinics are judged:

Subject's Value to Dentistry.....	35%
Presentation .....	30%
Originality .....	20%
Appearance .....	15%

## Posters:

Every constituent society is requested to submit a poster for the ADA A Scientific and Health Exhibit Booth. These posters should be 15 x 18 inches, made of cardboard, and must be planned along the general theses of service by the dental assistant to the dentist, preventive care, and patients dental health. Posters are judged on originality, appearance and value of subject. Posters in color attract more attention than those in black and white. Painted, crayoned, silhouette and cut-out posters are acceptable. Glass covered framed posters are not permitted.

The name of your society must not appear on the face of the poster, but is to be written on the back. Be sure to put your mailing address too on the back of the poster.

Do not use the ADAA emblem on your poster.

#### **Presentations:**

Through visual education such as clinics, exhibits and posters, we can learn more to help us in our daily work. The many short cuts which are time-savers to our doctors can be easily worked out in clinic presentations.

#### **Information:**

Your committee wishes to submit the following information:

#### **Clinics:**

All clinics should be limited to table demonstrations.

It is important that the clinician select her clinic demonstrating some phase of the work she does in the office. This is imperative so that we do not at any time infringe on the rights of the dental profession. Some states do not permit dental assistants to take x-rays. It is best to cover only one subject in presenting a clinic.

#### **Important:**

The professional appearance of the clinician is of the greatest importance. A well laundered long sleeved uniform, white slip, white shoes and stockings, and the official ADAA cap must be worn by the dental assistant. No jewelry, except the ADAA official pin, no bright colored handkerchief in the uniform pocket, no obvious cosmetics, and no bright colored nail polish are to be worn by the clinician. The official cap, model 155, may be purchased from Davison-Paxon, Atlanta, Ga., Halle Bros., Cleveland, Ohio, and large stores in other cities.

All trade names, manufacturer's names, etc., must be removed or covered with adhesive tape before your display of materials is placed on the clinic table.

**BRING**

**YOUR**

**CLINICS**

**TO . . . OMAHA . . .**

*Eleanora Schuman, Chairman,  
ADAA Clinics and Exhibits Comm.  
Committee: Julia Harsbarger,  
Ruth Patske, Bill Wilkins.*

### **REPORT OF RE-DISTRICTING COMMITTEE**

A majority of the Re-Districting Committee is of the opinion that Re-Districting should be postponed, at least for the duration of the war. Therefore no plan for re-districting of the American Dental Assistants Association will be presented by the Committee at the Twentieth Annual Session.

*Respectfully submitted,  
Helen H. Fitting, Chairman  
Re-Districting Committee  
and  
Past Presidents' Council*

June 1st, 1944.

God give me sympathy and sense,  
And help me keep my courage high.  
God give me calm and confidence,  
And—please—a twinkle in my eye.  
Anonymous.

FOR JULY-AUGUST, 1944



## Secretary's Corner

By AILEEN M. FERGUSON, General Secretary,  
709 Centre Street, Jamaica Plain 30, Mass.



### HONOR ROLL

SOUTHERN CALIFORNIA D. A. A.  
FLORIDA STATE D. A. A.  
GEORGIA D. A. A.  
ILLINOIS STATE D. A. A.  
KANSAS STATE D. A. A.  
MASSACHUSETTS D. A. A.  
OHIO STATE D. A. A.  
PHILADELPHIA A. D. A.  
TEXAS STATE D. A. A.

**SECRETARIES:** Your society's Program and Clinic Questionnaires must be completed and returned to the ADAA by July 15 so that your delegates and alternates will be listed in the 1944 Official Program. Information about the ADAA Headquarters Hotel and reservations will be sent to each society and to the delegates; members who are planning to attend the Omaha meeting are advised to reserve rooms as soon as they receive this information because of the scarcity of accommodations.

We wish to welcome a new independent member, Rena Bonderson, associated with Dr. H. M. Forister, Hynds Bldg., Cheyenne, Wyo.

The Eighth District has a new society in Colorado, congratulations to the new group:

**PUEBLO D. A. A. (Colo.)**—President, Helen Kopulos, Erickson Bldg., Pueblo; Secretary, Glenore White, 610 Thatcher Bldg., Pueblo.

New officers have been elected in the following local and state organizations:

**ALABAMA D. A. A.**—President, Ottie Helms, 812 First National Bank, Montgomery; Secretary, Lucile Black, 914 Watts Bldg., Birmingham.

**SAN JOAQUIN D. A. A. (N. Cal.)**—President, Annette Pahl, Masonic Bldg., Lodi; Secretary, Gloria Brassuco, Rt. 2 Box 522, Stockton.

**FAIRFIELD COUNTY D. A. A. (Conn.)**—President, Gladys Havey, 5 Glen Ct., Greenwich; Secretary, Mary Moschini, 184 Bedford St., Stamford.

**DENVER D. A. A. (Colo.)**—President, Marion Hannan, 524 Mack Bldg., Denver; Secretary, Jayne Harman, 3636 West 32nd Ave., Denver.

**GEORGIA D. A. A.**—President, Mary Frances Joiner, 717 Bibb Bldg., Macon; Secretary, Charlotte M. White, 731 Candler Bldg., Atlanta.

**CHICAGO D. A. A. (Ill.)**—President, Ruth Bates, 1825 W. 72nd St., Chicago; Secretary, Edith K. Wilson, 3211 Belleplaine Ave., Chicago 18.

**IOWA STATE D. A. A.**—President, Thora

### HONORABLE MENTION

ALABAMA D. A. A.  
DENVER D. A. A.  
DISTRICT OF COLUMBIA D. A. S.  
INDIANA A. D. A.  
IOWA STATE D. A. A.  
NEW JERSEY STATE D. A. A.  
SOUTH DAKOTA D. A. A.  
TENNESSEE STATE D. A. A.

Reynolds, 219½ Main, Washington; Secretary, Edna R. Johnson, 311a Reed St., Red Oak.

**KANSAS STATE D. A. A.**—President, Iva M. Barker, 124 West 6th St., Newton; Secretary, Eleanora Kilanoski, 1008 Huron Bldg., Kansas City, Kansas.

**MASSACHUSETTS D. A. A.**—President, Alice Drew, 60 Charlesgate West, Boston; Secretary, Mary Whitney, 358 Commonwealth Ave., Boston.

**METROPOLITAN DISTRICT D. A. A. (Mass.)**—President, Mary Sedgwick, 73 Jackson St., Lawrence; Secretary, Lucille Paul, 17 Main St., Watertown.

**NORTH SHORE DISTRICT D. A. A. (Mass.)**—President, Elizabeth Pyburn, 163 Cabot St., Beverly; Secretary, Betty Wright, 70 Washington St., Salem.

**WORCESTER DISTRICT D. A. A. (Mass.)**—President, Angela Regis, 14 Vernon St., Worcester; Secretary, Dorothy Cunningham, 80 Central St., Winchendon.

**VALLEY DISTRICT D. A. A. (Mass.)**—President, Ina Clairmont, 1423 Main St., Springfield; Secretary, Edith Pelland, 44 Vernon St., Springfield.

**NEW JERSEY STATE D. A. A.**—President, Esma Farrah Saseen, 1212 Pacific Ave., Atlantic City; Secretary, Florence Smith, 333 Avenue C., Bayonne.

**OKLAHOMA STATE D. A. A.**—President, Lucy Eagle, 209 N. Ninth St., Henryetta; Secretary, Jewell Bouquet, 505 Duck St., Stillwater.

**OREGON STATE D. A. A.**—Secretary, Nellie Shulze, 915 Selling Bldg., Portland.

**LANE COUNTY D. A. A. (Ore.)**—President, Adrain Van Osold, Miner Bldg., Eugene; Secretary, Betty Harriger, 865 Willamette Eugene.

**LEHIGH VALLEY D. A. A. (Pa.)**—President, Orvetta Frankenfield, 61 North Third St., Easton; Secretary, Marion Keenly, Union Bank Bldg., Bethlehem.

**TENNESSEE STATE D. A. A.**—President, Dorothy Bailey, 604 Hamilton Bank Bldg., Johnson City; Secretary, Lucile Reed, 1003 Exchange Bldg., Memphis.

TEXAS STATE D. A. A.—President, Hor-  
tense McIntosh, 1107 Medical Arts Bldg., San  
Antonio; Secretary, Laura Nowakowsky, 1521  
Medical Arts Bldg., Houston.

LOUISIANA STATE D. A. A.—President,  
Maude Sumner, 826 Giddens Lane Bldg.,  
Shreveport; Secretary, Callie Caston, Base  
Dental Clinic, Barksdale Field.

## ADAA MEMBERSHIP

The membership contest for 1944 is closed and as Chairman, I sincerely hope we gained 100's of new members. The attractive ribbon awards will be sent to you winners in a few weeks and you should be proud to be a winner. However, keep in mind that the membership *trophies* are awarded for membership gain made during the entire year so don't give up striving for new members. Keep right in there "pitchin'" and you're sure to win! Good luck to each state.

Maryalice Carney,  
Monon, Indiana.

Chairman of ADAA Membership Comm.

## WINNERS OF DRIVE FOR NEW MEMBERS 1944

### Class 1

	Percentage New Members
Louisville District Dental Assistants Assn. ....	170%
South Dakota Dental Assistants Assn. ....	104%

### Class 2

Indiana State Assn. Dental Assistants .....	41%
Tennessee State Dental Assistants Assn. ....	36%

### Class 3

Texas State Dental Assistants Assn. ....	52%
Ohio State Dental Assistants .....	46%

### Honorable Mention

Denver Dental Assistants Assn. (Class 1) .....	96%
Washington State Dental Assistants Assn. (Class 2) .....	34%
Iowa State Dental Assistants Assn. (Class 3) .....	44%

## MORTALITY TABLES

Do you know that:

The average life span from 1879 to 1890 was about 34 years?

The average life span from 1890 to 1911 was about 46 years?

The average life span from 1911 to 1942 was about 64 years?

Do you know the general mortality rate of uncollected accounts?

Accounts 6 months past due are worth 67¢ on the Dollar.

Accounts 1 year past due are worth 45¢ on the Dollar.

Accounts 2 years past due are worth 23¢ on the Dollar.

Accounts 3 years past due are worth 15¢ on the Dollar.

Accounts 4 years past due are worth 12¢ on the Dollar.

Accounts 5 years past due are worth 10¢ on the Dollar.

Accounts over 6 years past due are WORTHLESS.

Similar to the American Experience Table of Mortality used by the Life Insurance Companies to determine an applicant's life expectancy, the statistics of the U. S. Department of Commerce shows that the amount to be collected decreases as the delinquency of the debt grows.

Follow up those Slow Accounts today. Tomorrow there may be less money made by your debtors.

FOR JULY-AUGUST, 1944

# TALKING IT OVER



By EDNA M. JUSTICE

631 Jenkins Building, Pittsburgh, Pennsylvania

Reports from various parts of the country bring news of interesting and inspiring state meetings. We are impressed with these reports, for they bring a message of Dental Assistants who are "on the march", with "Education" as the watchword, to the end that as organizations and individuals we may be better prepared to give our best in the service of the Dental Profession, in this way serving humanity.

South Carolina, Kentucky, Texas, Northern California and Alabama had very fine state meetings in April, complete with business meetings, clinics, lectures and the inspiration of making and renewing friendships, as well as the usual good social times.

Among the states holding meetings in May were Illinois, Tennessee, Georgia, Kansas, Indiana and Massachusetts.

The Indiana State Dental Assistants Association has had a live-wire membership committee this year. Julia Holm, their State Chairman has done an outstanding piece of work. The members of the Indiana State Dental Association have been most gracious in co-operating with the Assistants. At the meeting a year ago, (1943) space was provided on the Doctor's registration cards for the name of their respective assistants. Julia obtained these names and sent out letters to all assistants who were not members of the Indiana State Dental Assistants Association. Her efforts were rewarded for Indiana had a grand increase in membership at the May meeting. A fine program of clinics, competitive papers and lectures featured the Indiana Meeting. A highlight of the meeting was a trip to the Dental Technicians School at Fort Benjamin Harrison, just outside Indianapolis, where they toured Billings General Hospital and Fort Harrison in Jeeps, and observed "G.I." Technique at the Training School. (Pictures on opposite page.)

The Ohio State Dental Assistants Association had a splendid Mid-Year meeting in Akron, Ohio in April.

The Cincinnati Dental Assistants Association voted at their April meeting to become a member of "Women At War Organization." This organization is composed of women in both large and small associations, whose purpose is to promote the sale of War Bonds between drives, to buy hospital equipment for wounded and disabled men returning from the various war fronts.

The girls of the LaCrosse (Wisconsin) District Dental Assistants Association brought the first year of their organization to a close at a beautiful banquet at the Hotel Stoddard, LaCrosse, Wisconsin, May 25th. Guests were Dentists and their wives, laboratory technicians and supply men. A program which began with the singing of the National Anthem and drinking a toast to "Victory" included an address by Major C. J. Baumann of the Camp McCoy Dental Corps whose topic was Army Dentistry, and Dr. M. J. Leinfelder, President of the LaCrosse District Dental Association.



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These girls are dental aids in Indianapolis for the Dentist's Convention. They toured Billings General Hospital and Fort Harrison in the jeeps.

Girls are learning the "G. I." technique from Pvt. Loy W. Brown from Tulare, California and Pvt. Winfred Jasmer from St. Paul, Minnesota.

Photos—Courtesy United States Army Signal Corps.



From the Kansas State Meeting comes the following interesting report:

### REPORT OF THE KANSAS STATE DENTAL ASSISTANTS ASSOCIATION ANNUAL MEETING

Thirteen held no terrors for the members of the Kansas State Dental Assistants Association when they gathered from all corners of the state for their thirteenth annual meeting in Topeka, Kansas, May 3-4; headquarters at the Jayhawk Hotel. And this regardless of floods and travel difficulties.

Officials met for a pre-convention session on Tuesday night and voiced their satisfaction for a full and fruitful year. Due to the splendid work of the Program Chairman and all committee chairmen, the president had worthwhile sessions over which to preside at all times during the meeting.

Even though streamlined into a two day meeting every session and business hour proved to be of the utmost value to the more than two-thirds of the total membership in attendance.

Speakers of note brought informative messages and left nothing to be desired in convention speakers. Among the outstanding guest speakers we wish to mention in this brief report were: Dr. Leon R. Kramer, Director of the Dental Hygiene Division of the Kansas State Board of Health. Dr. Ralph Edwards of Kansas City, Missouri, who made a decided hit with the members when he brought his motion picture slides in colors too, for them. These stressed conditions and lesions of the mouth and the doctor told those present that he felt they were conditions all assistants should be familiar with and recognize.

Dr. Walter H. Scherer, Houston, Texas; President-Elect of the American Dental Association gave a carefully prepared paper on duties of dental assistants and told many interesting experiences of his early day dental practice. We felt more than honored to have Dr. Scherer with us and more so because of his having taken the time to prepare such a splendid paper for our own meeting. Dr. LeRoy Hodge, of McPherson, gave an interesting talk and Dr. Charles F. Barr of Wichita, Kansas, State Chairman of the Dental Salvage Campaign gave a most interesting report of the salvage drive and asked for the further cooperation of the assistants in making it more successful.

Dr. J. L. Lattimore, of Topeka, Kansas, and President of the Kansas Medical Association was one of the highlights of the session and gave a discussion followed by a question period on Syphilis. He especially stressed signs and conditions that the members should be able to recognize and the care taken in handling such cases. Dr. John B. LaDue of Chicago closed the general session speakers with a discussion of the work of the assistant in denture impression and case work. With such an array of guest speakers the convention could not be other-wise than the success that it was.

During the meeting special tribute was paid to our founder Juliette A. Southard with a brief memorial service. The Kansas State Hygienists Association held their meeting in connection with ours and at a special luncheon, business of the association as well as election and installation of officers was held.

The business sessions were very good and created a great deal of interest. Numerous recommendations of members, officers and of the board were accepted as was the entirely revised state constitution to make it more nearly conform with that of national. A forum discussion of the much discussed question on Re-Districting and the Jr.-Sr. Membership problem was entered into by all members and made for a highly constructive meeting. Reports of the two delegates to the National House of Delegates last fall were also given at the meeting.

General sessions were held in the mornings and the business of the association with the election and installation of officers made up the afternoon programs.

Clinics and posters were very good and the clinics are worthy of special mention since none were in the same field and gave a wide range of subject matter. These proved to be of great value to those attending the clinic and poster section.

An exhibit was held during the convention and was made up of educational material, scrapbooks, bulletins, case presentation aids and other items too numerous to mention here. The educational membership material was also on display at the doctors general sessions hall and we trust will have far reaching results in our membership campaign.

We were delighted to be able to have a dinner and guest night at the meeting. Musical numbers, a service for new members, presentation of awards in achievements, clinics and posters made up the program for the dinner which was followed by a dance for those present. At the close of the meeting those in attendance voted it as one of the best conventions they had ever attended and the president seconded their vote with sincerest appreciation to all officers, chairmen and committees and the membership for their splendid cooperation throughout the busy year. May we all grow and progress as individuals and members of such a grand organization.

*Creola-Charles Baker,  
President 1943-1944.*

Wichita, Kansas has an enthusiastic Dental Assistant's Study Club. The girls meet and eat together at a Cafeteria where a table is reserved for them on the night of their meetings.

Their May 17th program is typical of the worthwhile things they are doing. Three clinics, the subjects of which were, "Orthodontic Education", "Time In Your Office" and a group clinic depicting "Face Masks" were given.

Dr. George Lewis of Newton, Kansas gave a talk. A resume of the State Meeting was given and tentative summer program plans were discussed.

## REPORT FROM THE FIFTH DISTRICT

At this time I would like to say that my short term as fifth district trustee I really and truly enjoyed very much. I suppose some of you have heard that I am now living in Chicago and have resigned as fifth district trustee.

I want to thank the societies in the fifth district for the splendid cooperation I received during my term as trustee. The girls from West Virginia are happy to say they have a new society in their state. They are so enthused over this new society that they are planning a state meeting this year which they have not had for several years.

Of course you all know that Tennessee has a very fine organization in their state, and they are to have their state meeting in May. South Carolina and Kentucky had their state meetings in April, I did not get to attend any of these but I know that they had grand meetings.

To Tennessee, Kentucky, North Carolina, South Carolina, Virginia and West Virginia I am wishing you the best of good luck and some day I hope that I may serve you again.

*Respectfully submitted,  
Edith Smith, 5th District Trustee*

## KANSAS PRESIDENT'S ADDRESS

(Continued from Page 100)

affairs and you will find it brings desirable prospective patients into the office. As a business manager we realize that desirable and worthwhile patients are definitely an asset.

Take pride in your vocation, by all means be loyal out of the office as well as in. Never belittle the man for whom you work, or your job. The Code of Ethics of our association which is based upon the Golden Rule should ever be before you. Our Creed a basis for an educational plan of action that if we carry it through will make us a lady of dentistry, not just an office girl. For this creed stresses Loyalty, Initiative, Vision, Cooperation, Love of Your Job, Being Generous of Time and Praise for a Job Well Done.

Remember to be tolerant for even you and I are not infallible. Be friendly for to be a friend is to make a friend. Learn to respect the rights of others, for they too are entitled to opinions. Learn system, efficiency and the value of time and if you do these things you will be living from day to day the creed of our association.

Keep a continuous check on your efforts, that you may never grow careless or indifferent and never feel that there is nothing more to learn. For we grow only by learning. Be ever thoughtful of our motto; Loyalty, Education, Efficiency, Service; which can serve us as a guide and aid us in becoming better dental assistants. Aid us to grow not only as assistants but as individuals.

We, as Americans, solemnly pledge ourselves to join wholeheartedly and with personal sacrifice in strengthening the work of our organization and other civic and social activities in our community, our state and our nation.

212 East Third Street  
Pratt, Kansas.

Another definition: An efficient committee of five usually consists of the man who does the work, three others to pat him on the back, and one to bring in a minority report.

## A LOYAL DENTIST ASSISTANT

(Continued from Page 105)

Doctor carefully carries the third root, quite long, bulging in the middle and with a button hook on the end, out of the man's mouth on the mirror, saying "there's the little so-and-so." By this time the Doctor's hair has come uncombed, so has the patient's; upper lips and foreheads are bedewed with perspiration and there is a generally dishevelled appearance. The assistant is still wearing her bright smile; she can't release those muscles now, if she did her face would cave in.

As she cleans up the mess, the boss remarks, "Thanks for standing by, Miss Smiley; I think that hereafter we'll stick to that rule about an x-ray before every extraction." By this time she is hungry, and a bit tired and almost wonders if being a Loyal Dental Assistant is worth while, after all.

It is! She will reap a goodly reward. She has that old promise, "Well done, thou good and loyal—thou hast been faithful in that which is small. You shall be ruler—" And, indeed she shall.

The constant practice of habits of steadfastness and dependability will make her ruler over herself, for it means self-control and self-discipline. In every spot in life her value as a human being is enhanced, for her character has been deepened and enriched because of this quality. As an employee she is invaluable, for she can be depended on, always. Her capacity for friendship and love is greater and more enduring. She knows the joy of work well done and completed tasks; no matter what comes to her life will always be good, because she has acquired the virtue of **LOYALTY**.

Presented by Sadie M. Leach  
24th Annual Meeting  
Indiana State Dental Assistants Assn.

A wood carver named Mr. Whittler  
Said—"This is the way to stop Hitler:  
Defense Bonds and Stamps  
Will soon make that scamp's  
Advances get littler and littler."

THE DENTAL ASSISTANT

# What Did You Do Today?

*The following poem was composed by a soldier injured on the Italian front. The soldier-author had suffered a serious injury and his foot had been amputated by a comrade. Lying in a ditch, thinking that death was near, he wrote:*

What did you do today, my friend, from morn 'til night?  
How many times did you complain that rationing is too tight?  
When are you going to start to do all of the things you say?  
A soldier would like to know, my friend, what did you do today?  
We met the enemy today and took the town by storm.  
Happy reading it will make for you tomorrow morn.  
You'll read with satisfaction the brief communique.  
We fought! But are you fighting? What did you do today?  
My gunner died in my arms today: I feel his warm blood yet.  
Your neighbor's dying boy gave out a scream I can't forget.  
On my right a tank was hit, a flash and then a fire;  
The stench of burning flesh still rises from the pyre.  
What did you do today, my friend, to help us with the task?  
Did you work harder and longer for less, or is that too much to ask?  
What right have I to ask you this? You probably will say.  
Maybe now you'll understand; you see, I died today.

## A TEXT-BOOK FOR DENTAL ASSISTANTS

By IRWIN ROBERT LEVY, D.D.S.

Formerly: Director, American Training Institute

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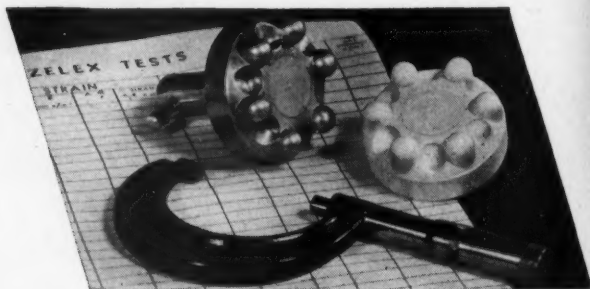
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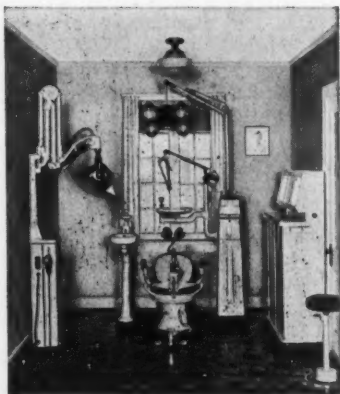
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